



## FAA REGIONAL ARFF TRAINING FACILITY PITTSBURGH

Allegheny County Airport Authority  
Pittsburgh International Airport  
Landside Terminal, 4<sup>th</sup> Floor Mezz.  
P.O. Box 12370  
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To: Valued Customers

December, 2009

Re: Revised Payment and Health Policies

Please note that the Allegheny County Airport Authority ARFF Training Facility-Pittsburgh has adopted a pre-payment discount policy for all Fire Training and Certification classes.

In other words, payment for a training class that is received 14 days prior to the training date will be at a reduced rate. Payment should be made to "Allegheny County Airport Authority" (ACAA). ACAA accepts checks, wire transfers, MasterCard and Visa.

This policy requires that full payment for all training classes conducted by the Allegheny County Airport Authority ARFF Training Facility be received 14 days before the scheduled training date to receive the discounted rate.

Requiring payment prior to the date of training is a normal business practice utilized by most providers of training classes, seminars or other such services. If payment is not received prior to the scheduled class start date, ACAA reserves the right to cancel the training, re-invoice at the regular rate level and/or withhold certificate(s) for the training. Please be advised that the FAA does not consider training to be complete unless a certificate can be produced.

Effective immediately, we are also requiring Sponsoring Agencies/Employers to complete a Health Certificate for each student attending our Training Facility. This Certificate must be received prior to the class start date. If we do not have a Certificate on file for each student that a Sponsor/Employer schedules, ACAA reserves the right to deny that student admittance to the class.

We value the relationship that we have with our customers and look forward to continuing to provide the highest quality training in the country.

Thank you in advance for your cooperation and understanding.

Please contact the ARFF Training Facility-PIT at 412-472-5871 if you have any questions or concerns.

ACAA ARFF Training Facility Staff